

# Preferences, Proxies, Passwords, and Document Sharing

01/16/2005

## 1. Changing Approval Password

PRISM - Home - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

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Address: https://prismapp3.publicdebt.treas.gov/prismtest/main/default.asp

**VPD**

**Welcome TRAIN TRAIN01**  
You have 9 unread messages in your [Inbox](#).

**Last Documents Accessed:**  
Requisition: BPD-82000-04-0004  
Purchase Order: TPD-BPD-04-00501  
Purchase Order: TPD-BPD-04-00500  
Requisition: BPD-82000-04-0056

**About PRISM**  
Product information.

**Compusearch**  
Online FAR, technical support, frequently asked questions, and more.

**Web Favorites:**  
[Commerce Business Daily](#)  
[Federal Business Opportunities](#)  
[GSA Advantage!](#)  
[GSA Debarment](#)  
[Maintenance Schedule and Outage Status](#)

**Choose "Preferences".**

**Logon password expires every 90 days. Approval password never expires, if you want your Approval password to match your Logon password you must follow these steps.**

## 2.

PRISM - Preferences - General Summary - Microsoft Internet Explorer provided by The Department of Treasury

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Address: https://prismapp3.publicdebt.treas.gov/prismtest/preferences/general/prel\_general\_1.asp

**VPD**

**Preferences**

General  
Purchase Cards  
Accounting Codes  
Proxy  
Document Sharing  
Defaults  
Routing Lists  
Web Favorites  
Return To Home

**Edit Change Logon Password Change Approval Password ?**

**General Preferences Summary**  
User ID: TRAIN01  
Last Login: 06/24/2004 4:33:00 PM  
Name: TRAIN TRAIN01  
Site ID: BPD  
Password Expiration Date: 10/26/2004  
Phone:  
Fax:  
Email: PRISM@BPD.TREAS.GOV  
Notify via: PRISM Inbox

**Click "Change Approval Password".**

3.

PRISM Preferences - Reset Approval Password - Microsoft Internet Explorer provided by The Department of Treasury

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Address: https://prismapp3.publicdebt.treas.gov/prismtest/preferences/general/resetapproval/reset\_app\_ovw1.asp

**Reset Approval Password**

User ID: TRAIN01

Current Logon Password: [masked]

New Approval Password: [masked]

Confirm Approval Password: [masked]

Submit Cancel

Click Submit to save your data.

1. To change Approval password you need to type in your current Logon password. Then you make your Approval password the same as your Logon password.

2. Choose "Submit"

Done Internet

#### 4. Establishing a Proxy

PRISM Preferences - General Summary - Microsoft Internet Explorer provided by The Department of Treasury

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Address: https://prismapp3.publicdebt.treas.gov/prismtest/preferences/general/pref\_general1.asp

**General Preferences Summary**

User ID: TRAIN01

Last Login: 06/24/2004 4:33:00 PM

Name: TRAIN TRAIN01

Site ID: BPD

Password Expiration Date: 10/26/2004

Phone:

Fax:

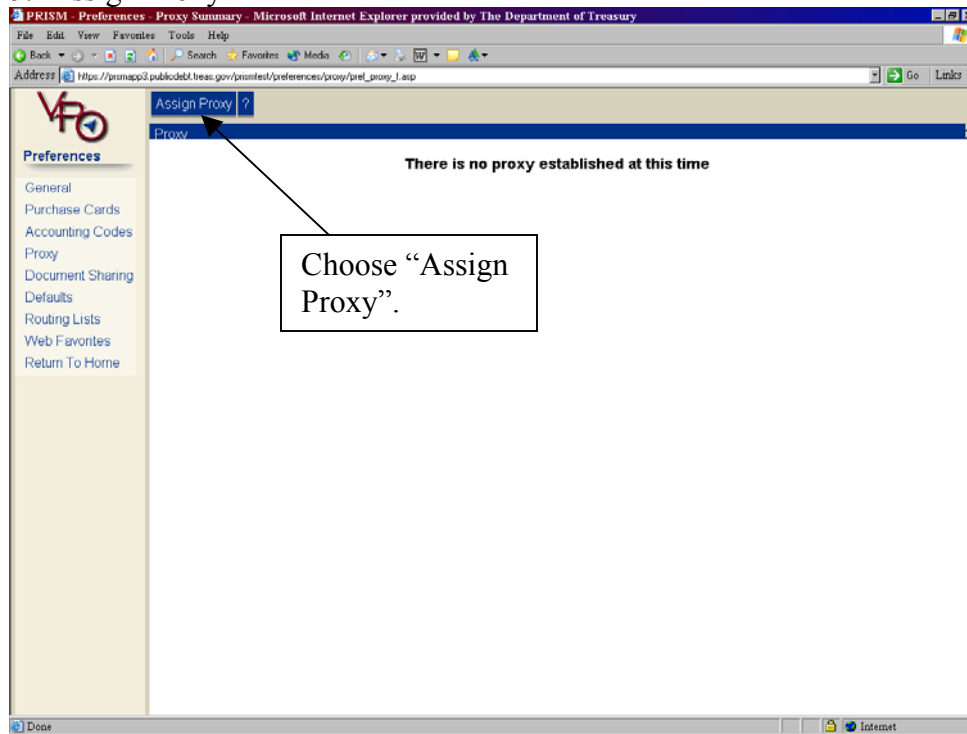
Email: PRISM@BPD.TREAS.GOV

Notify via: PRISM Inbox

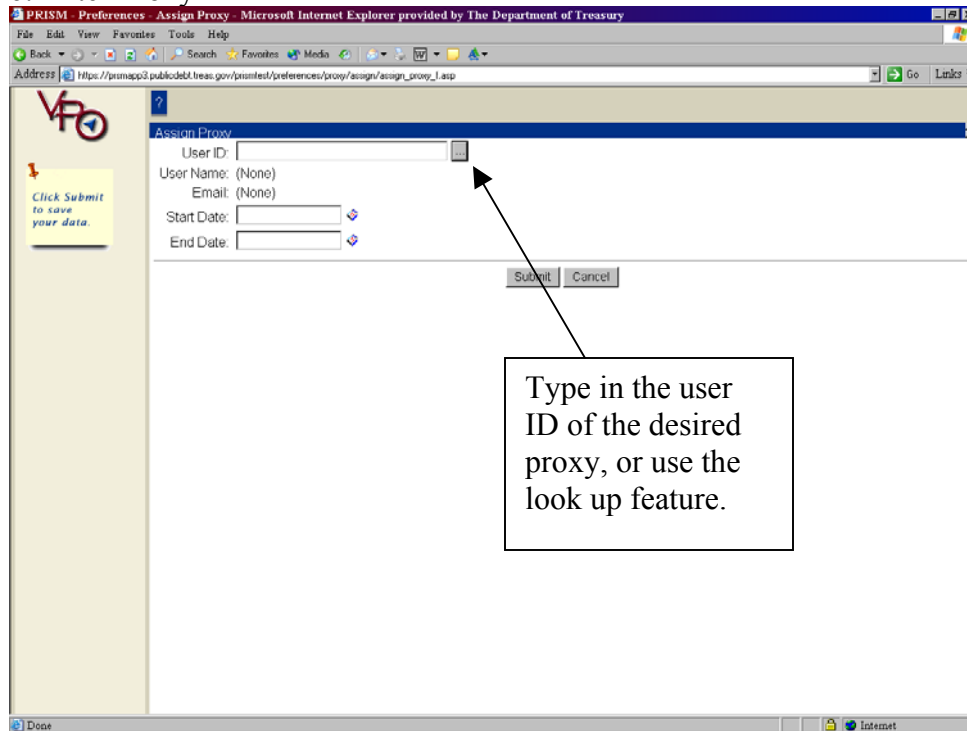
Choose "Proxy"

Done Internet

## 5. Assign Proxy



## 6. Enter Proxy



## 7. Select the Proxy

PRISM Users Selection - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/prismtest/select/user/user.asp

Proxy User Selection

Search:  For:  Display Cancel

Site:  Max Results:  Results per Page:

User ID	First Name	Middle	Last Name	Site	Phone	Fax	Requisitioner	Contract Officer	Project Officer	Buyer
AOBRANCH	ADMIN OPERATIONS		BRANCH	BPD			Y	N	N	N
BCRIDER	BERNADINE	L	CRIDER	BPD			Y	N	N	N
JKOWALCZ	JOHN	A	KOWALCZYK	BPD			Y	N	N	N
JSMITH	JOSIE		SMITH	BPD			Y	N	N	Y
JWARMAN	JAMES	C	WARMAN	BPD			N	N	N	Y
KBECKWIT	KAREN	K	BECKWITH	BPD			Y	N	N	N
KMATHERS	KIM		MATHERS	BPD			Y	N	N	Y
MJILLER	MATT		MILLER	BPD			Y	Y	N	Y
MROACH	MORMA	J	ROACH	BPD			Y	N	N	N
PMCDANIE	PHILIP	E	MCDANIEL	BPD			Y	N	N	N

Next Page 1 of 2 (16 results found)

Remember you can search for a value.

Select the appropriate "User ID".

## 8. Enter the Start and end Date.

PRISM Preferences Assign Proxy - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/prismtest/preferences/proxy/assign/assign\_proxy.asp?help=how

Assign Proxy

User ID:

User Name: MATT MILLER

Email: Matthew.Miller@bp-d.treas.gov

Start Date:

End Date:

Submit Cancel

1. Enter a Start and End Date for the Proxy.

2. Choose "Submit"

Note how the value filled in.

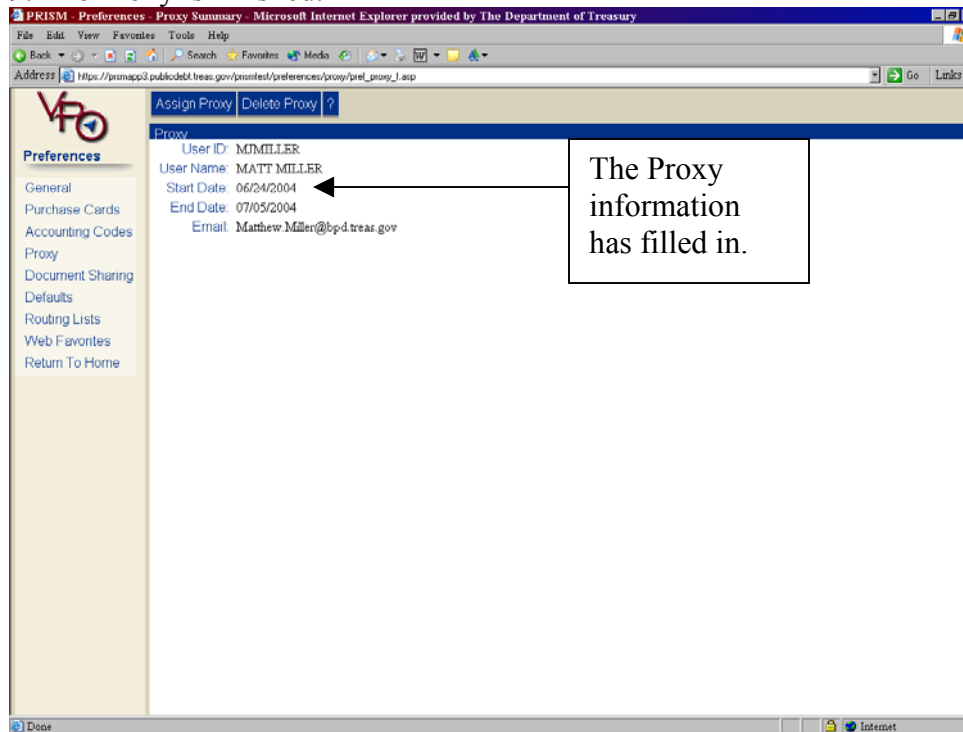
Read this, you may also use the calendar look-up feature to enter a date, just click on the icon, and you will see the adjacent pop-up.

Calendar - Micro...

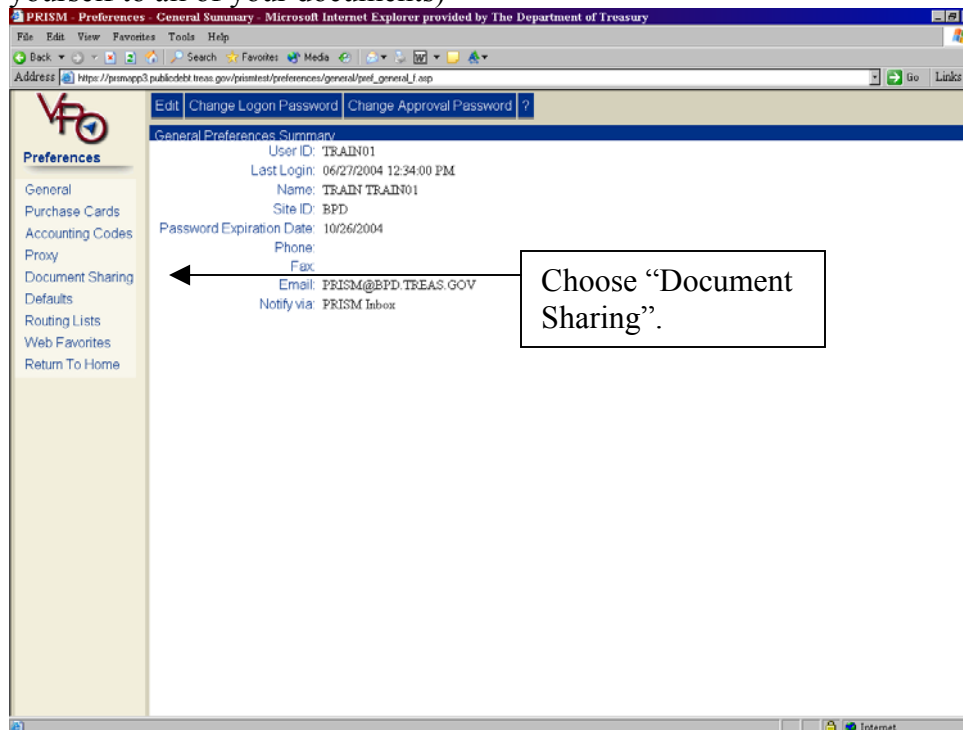
July 2004

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

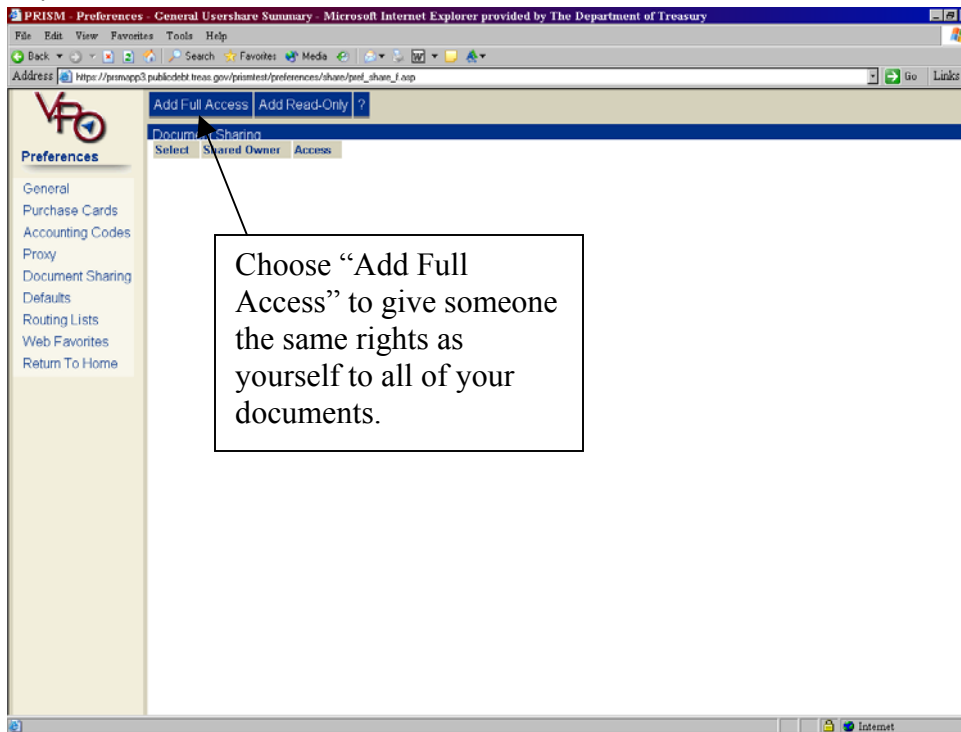
## 9. The Proxy is finished.



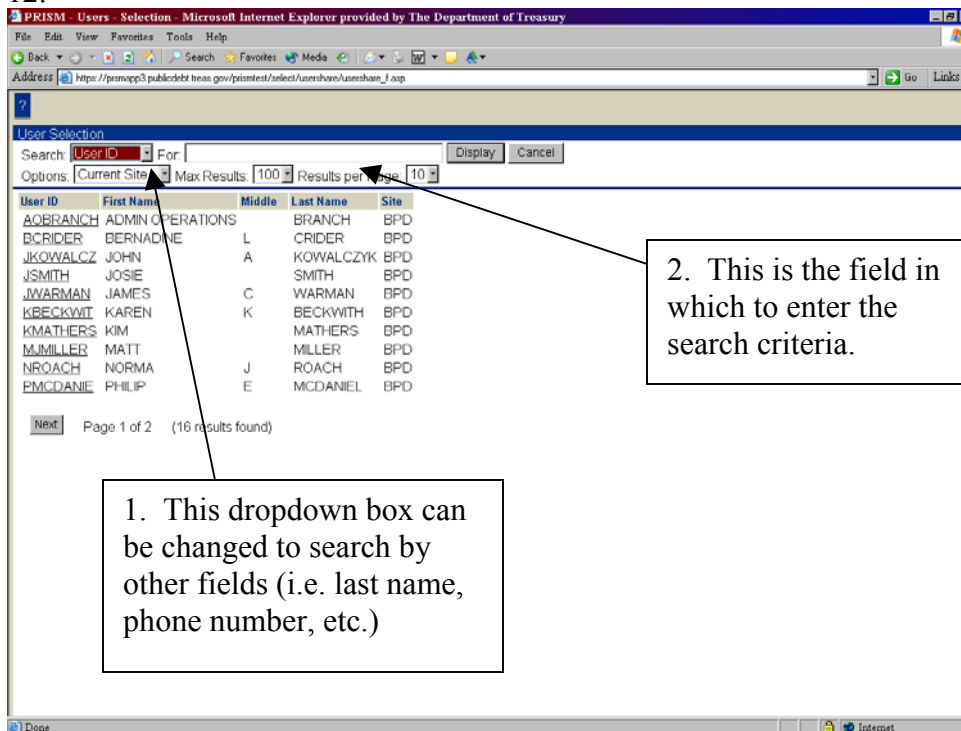
## 10. Document Sharing (This is the method used to give someone the same rights as yourself to all of your documents)



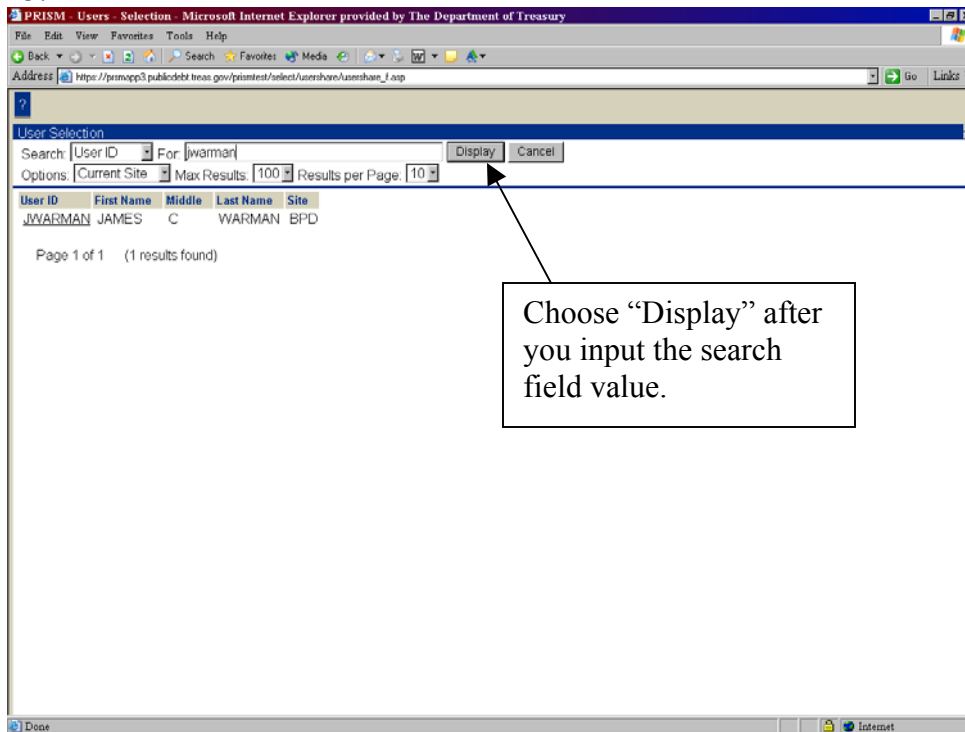
11.



12.



13.



14.

